



Job Announcement

Position: Vehicle Valuation Specialist

Location: Tax Administration Office
201 South Second Street
Albemarle, NC 28001

Salary: \$26,176

Hours: 37.5 hours per week

Job Specifications: Performs a variety of paraprofessional and technical work in the Tax Department Personal Property Division. Make determinations of fair tax value for registered motor vehicles monthly using NCVTS (North Carolina Vehicle Tax System). Must have great customer service in dealing with the public, license plate agencies, dealerships, North Carolina Department of Revenue, and staff from other counties. This position also works to determine valuation of mobile homes, trailers, watercraft, and other personal property throughout the year, but especially during the listing season. The work requires application of knowledge and judgment in applying various rules and procedures. This position is also responsible for answering incoming calls and walk-ins to the Tax Assessor's Office and either providing help or directing to the correct division. Tools used regularly for this job include personal computer and office equipment. Knowledge of OneTax Software/NCVTS/STARS/NC Machinery Act is a plus.

Minimum Qualifications: Graduation from a business or community college supplemented by experience in administrative work or general knowledge of North Carolina tax office procedures and related functions; or an equivalent combination of education and experience.

Special Requirements: All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to employment.

Recruitment Period: July 11th, 2016 thru August 12th, 2016

Application Process: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Stanly County Workforce Center, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183

STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

P| 704.986.3605

F| 704.986.3841

www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001